



## FLICC/American Management Association Leadership Series

# Developing Executive Leadership

Moving into leadership at an executive level demands special skills. You must achieve goals through managing managers, make organizational politics work for you, and establish "communities of practice." You are expected to be coach, mentor and motivator...to provide directions and make tough decisions. This seminar, first in a series of three FLICC leadership events, not only builds on your existing leadership skills, it also shows you how to use leadership as a strategic tool.

**AVAILABLE  
ONLY VIA  
FLICC!  
SAVE  
80% OFF  
THE  
REGULAR  
PRICE!**

**Date** Tuesday, February 4—Thursday, February 6, 2003

**Time** 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

**Place** Mumford Room, 6<sup>th</sup> floor, Madison Building, The Library of Congress  
Use the Main Entrance at 1<sup>st</sup> Street and Independence Avenue, S.E.,  
Washington, D.C.

**Metro** Capitol South (Orange and Blue Lines)

**Sponsor** FLICC Education Working Group/American Management Association

**Registration** \$385 (includes workshop materials and refreshments). Registrations may not be shared among multiple participants. Visit the FLICC Educational Programs Web site at <http://lcweb.loc.gov/flicc/feveform.html> to register online, or complete and fax this form to (202) 707-4825.

***Request ADA Accommodations five business days in advance at  
(202) 707-6362 TTY or ACA@loc.gov.***

**Information** Call FLICC (202) 707-4800; TTY (202) 707-4995

<b>Cancellations</b>	Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.
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FLICC Leadership Series #1: Developing Executive Leadership

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone and Fax (include area code) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

FEDLINK Members: FEDLINK ID \_\_\_\_\_ FY2003 IAG#2003 \_\_\_\_\_ Email \_\_\_\_\_

## Registration Fee:

- ☐ Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- ☐ Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2003 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2003 FEDLINK accounts.

## Other Federal Agencies (Non-FEDLINK Members)

- ☐ Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers ***the registration fee plus the FEDLINK administrative service fee of 7.75%.*** The Library of Congress will invoice my agency based on this document.

Register online at  
**<http://www.loc.gov/flicc/feveform.html>**  
or fax this form to  
FLICC Attn: FPE Registration  
Library of Congress  
**(202) 707-4825**

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

# Developing Executive Leadership

## Who Should Attend?

Mid-level managers or executives who lead others with managerial responsibility. Beneficial to executives requiring strong decision-making skills and the ability to lead and motivate others.

## What's on the Agenda?

- √ How leadership differs from management
- √ Flexible implementation of executive leadership roles and styles
- √ The executive's role in energizing people and teams into action
- √ Approaches to improving performance
- √ Directions for leading change
- √ Steps to creating a customized leadership development plan

## Which Skills Are Developed?

- ◆ Identify four characteristics of effective leaders and four common saboteurs
- ◆ Create teams, departments and organizations that perform
- ◆ Build a culture that promotes trust, integrity and high performance
- ◆ Harness the power of emotions
- ◆ Increase your ability to influence others
- ◆ Develop an executive leadership style that flexes to the person and situation
- ◆ Be a successful coach, mentor and motivator
- ◆ Grow with a self-development plan
- ◆ Clearly communicate mission, vision and values
- ◆ Move beyond teams to communities of practice

**The FLICC/American Management Association Leadership Series  
also plans to offer two other programs:**

***Critical Thinking: A New Paradigm for Peak Performance  
and Negotiating to Win.***

**Watch your mail for details.**